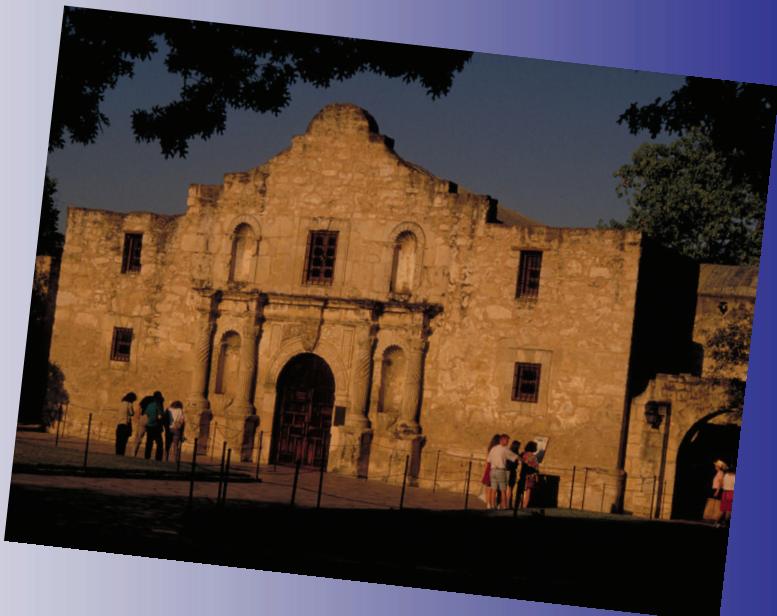




# The City of San Antonio

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*Seeks a forward-thinking, energetic, and experienced professional for a position as...*



## Assistant Director Development Services



## The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry.



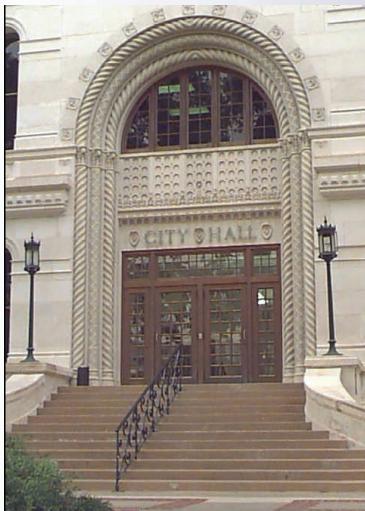
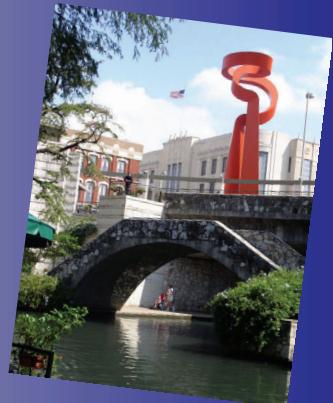
The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. Winding through Downtown San Antonio, this 2.5-mile cobblestone path along the San Antonio River is lined with attractive shops, luxurious hotels, and enticing dining and entertainment venues. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.



Major theme parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the four-time National Basketball Association Champions.

Educationally, there are 16 independent school districts that serve the San Antonio area. San Antonio is also the home of various post-secondary institutions including: the University of Texas at San Antonio (two campuses), the University of Texas at San Antonio Health Science Center, Our Lady of the Lake University, St. Mary's University, University of the Incarnate Word, Trinity University, and the Alamo Colleges (with five campuses).



## The City Government

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single-member geographic districts and the Mayor is elected at-large. The City Council appoints the City Manager, who appoints and removes all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges. The Executive Team consists of 33 Department Directors, two Deputy City Managers, four Assistant City Managers, a Chief Financial Officer, and a Chief of Staff. There are over 12,000 City employees.

## ***The Department***

The Development Services Department is responsible for assisting customers through the development process. These processes include reviewing, permitting, inspecting and granting authority to develop land and occupy buildings within the City. More specifically, the department is responsible for subdivision mapping / parcel addressing, zoning administration, subdivision administration, building code administration, landscaping, tree preservation, sign regulation, and development review of drainage and traffic.

The Department also provides administrative and technical support to boards and commissions that direct and review issues on land development and construction regulations. These boards include the Board of Adjustment, Building and Fire Board of Appeals, Plumbing, Mechanical, Electrical, Home Improvement Boards, and Zoning and Planning Commissions.

In addition to protecting the health, safety, and public welfare through regulations of land development and construction, the Department seeks to provide an efficient and effective development process that supports City growth and economic development.



## ***The Ideal Candidate***

The ideal candidate will be:

- A skilled leader and manager with a proven track record of motivating and developing staff
- Politically astute with the ability to communicate with staff, contractors, and elected officials
- A strong multi-tasker with the ability to analyze situations quickly and objectively in order to determine proper course of action or alternatives

The ideal candidate should have:

- Advanced knowledge of the operational characteristics, services, and activities of zoning, land entitlements, and street and traffic reviews
- Advanced knowledge of the vested rights process for Texas
- American Institute of Certified Planners certification.

## ***Position Overview***

This Assistant Director position is responsible for assisting the Director with the planning, directing, and overseeing the activities and operations of the Development Services Department to include the management of a division that includes zoning, land entitlements, tree ordinance reviews, streets and traffic reviews, and the process for acknowledging vested rights. The Assistant Development Services Director coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative support to the City Manager's Office.

In addition, the Assistant Director:

- Assists in managing the development and implementation of department goals, objectives, policies, and priorities for each assigned service area.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedure; identifies opportunities for improvement, and directs the implementation of changes
- Assesses and monitors workload, administrative/support systems, and internal reporting relationships;
- Serves as an official departmental representative to other City departments, the City Manager's Office, elected officials and outside agencies
- Provides staff support and technical assistance to a variety of boards, committees, and commissions

Additional Departmental information can be found at:

<http://www.sanantonio.gov/dsd/>



## ***Education and Experience***

This position requires the successful candidate have a Bachelor's Degree from an accredited college or university with preferable coursework in Architecture, Urban Planning, Public Administration, or a related field. Seven years of increasingly responsible professional experience managing land development activities, including four years of administrative and supervisory responsibility is preferred. AICP certification is desired.

## **Compensation & Benefits**

The salary for an Assistant Director ranges up to the mid-\$100k. Offered salary and placement within the range will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

- **Retirement** – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.
- **Deferred Compensation** – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.
- **Health Care** – The City offers four health care plan options consisting of three Preferred Provider Organization (PPO) medical plans and an Exclusive Provider Organization (EPO) plan, which offers employees a choice of deductible, co-insurance and co-payment levels.
- **Life Insurance** – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.
- **Holidays** – 13 Holidays (12 scheduled and one floating holiday).
- **Executive Car Allowance** – Executives receive a monthly car allowance of \$500.
- **Cell Phone Allowance** – Executives receive a monthly cell phone allowance of \$70.
- **Leave/Vacation** – City Employees receive Annual and Personal leave; accrual based on seniority.

## **To Apply**

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

**[saxexecsearch@sanantonio.gov](mailto:saxexecsearch@sanantonio.gov)**

**Filing Deadline: Open until filled**

**The first review of resumes will be:**

**October 8, 2010**

Following the first review date, resumés will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio Executive Recruiter.

### **For additional information please contact:**

Tim Harding, Executive Recruiter  
City of San Antonio  
Human Resources Department  
P.O. Box 839966  
San Antonio, TX 78283  
Phone: (210) 207-0632

*References will not be contacted until the very end of the process and, at that time, will be done so in close coordination with the selected candidate.*

*Please note: Under the Texas Public Information Act, information from your resumé may be subject to public disclosure.*

